



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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(213) 974-1101
<http://ceo.lacounty.gov>

May 5, 2009

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", written over a horizontal line.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

EFFICIENCY INITIATIVE

First of all, I thank you and your staff for the diligent efforts in working on the 2009-10 Proposed Budget. The County's long-standing, fiscally conservative policies and practices have enabled us, at this time, to weather the economic downturn and related funding reductions. However, while we have initiated steps to address the County's structural deficit, it is equally important to continue this effort to reduce spending even further in the coming years. The 2009-10 Proposed Budget relies on one-time bridge money and American Recovery and Reinvestment Act (ARRA) funds totaling \$193.2 million – funding which will not be available in the future. We are also looking at the possibility of additional reductions due to the State budget shortfall and the outcome of the May 2009 ballot propositions. The fiscal climate we are experiencing today may be with us for an extended period and we need to meet this challenge.

Accordingly, every department should initiate and/or enhance their efficiency initiatives with the goal of identifying additional ways to save money, streamline processes, and/or reduce costs. This effort should solicit ideas from all levels of the organization. Every County employee has a unique perspective that can translate to operational efficiencies and improvements. By engaging staff at all levels of our departments, meaningful changes can occur. Some notable examples of current efficiency/cost saving efforts include:

- The Registrar-Recorder/County Clerk's e-Recording system;
- Parks and Recreation's water pumps at lakes; and
- The common pharmaceutical formulary at Health Services, which will now also be used by the Sheriff.

There are also other allied efforts to improve our procurement system, promote more efficient usage of office supplies, and reduce paper consumption by printing double-sided and discouraging e-mail printing. Any idea that can save time and/or reduce

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overall cost should be considered. A County Intranet site is being created to list departmental efficiency initiatives. I encourage everyone to periodically review this site to determine if your department can benefit from similar efforts. As we move forward, the site will also be used to track real dollar savings and/or cost avoidance. We will advise you as soon as it is available.

As a first step, please E-mail the following information to Petra Gonzales at pgonzales@ceo.lacounty.gov by May 20, 2009:

- The lead manager for this effort and provide his/her name and contact information; and
- Initial areas of focus for your initiatives (e.g., operations, procedures, human resources).

If you have any questions or need additional information, please contact me at (213) 974-1101.

WTF:ES

MKZ:FC:ef

c: Each Supervisor
Chief Deputies
Administrative Deputies